

CLASS TITLE:**CASE AIDE****Class Code: 02798200****Pay Grade: 16A****EO: E****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To review applications and other required forms for the purpose of making determinations of eligibility in accordance with state laws and regulations for people seeking financial and/or medical assistance through an existing program in public assistance; to evaluate applicant's financial resources in relation to his/her needs; to compute and authorize money payments and/or medical assistance to recipients when eligibility is established; to provide support services to social service staff in hospitals; to assist in a quality assurance program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who makes assignments with general or specific instructions and advises in more difficult cases; work is reviewed in process and upon completion for conformity with pertinent laws, regulations and procedures.

SUPERVISION EXERCISED: Generally none. May at times supervise the work of clerical workers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review applications and other required forms for the purpose of making determinations of initial eligibility in accordance with state laws and regulations for people seeking financial and/or medical assistance through an existing program in Public Assistance.

To help applicants in completing applications and other required forms, and explain eligibility requirements of the program for which the person is applying.

To obtain additional information from the applicant or collateral source when required through phone calls, correspondence, or personal contact in order to clarify necessary facts or incomplete information on application and forms.

To arrange for medical examinations and obtain reports to ascertain blindness and other disabilities when necessary to meet eligibility requirements.

To evaluate applicant's financial and collateral resources in relation to his needs.

To compute and authorize money payments and/or medical assistance to recipients when eligibility is established.

To make adjustments on recipient's money payments whenever circumstances arise that justify a change.

To refer to the Social Service Unit for an initial social study for all cases accepted for a money payment, all cases determined ineligible, and all cases accepted for medical assistance that indicate a need for and request social services.

To make periodic reviews of recipient's eligibility to determine and authorize continuing eligibility.

To collect data and make statistical reports whenever required.

To shop for patients and/or transport for personal shopping.

To witness endorsement of Social Security/pension/insurance checks used for payment of hospital care.

To assist in a quality assurance program by monitoring compliance with established hospital and accreditation standards.

To assist the social service staff in the enhancement of patient discharge plans.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and techniques commonly applied in the conduct of fact-finding interviews and the ability to apply such knowledge; the ability to learn and apply the provisions of Public Assistance legislation, rules, and regulations as related to their provisions of initial and continued eligibility for benefits; the ability to gather and interpret facts relating to eligibility and make sound decisions; the ability to perform simple arithmetical computations; the ability to establish and maintain effective working relationships with the public; the ability to prepare clear and concise reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; or

Experience: Such as may have been gained through: employment in a position which requires decision making based on a review and evaluation of facts gathered from interviews or completed records; or employment in a position providing support function for a social service staff.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 13, 1983

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